

INFORMATION CORNER

GENERAL INSTRUCTIONS FOR ADMISSION TO PRE- SCHOOL (2025-2026)

1. New session for **Pre-School** will commence from **1 April, 2025 (Tuesday)**.

Timings: - 7.40 am to 12.00 Noon

2. Fee is to be paid by Cheque/DD after verification of original documents from tomorrow onwards.

15 January, 2025 (Wednesday)

8:30 a.m. – 10:30 a.m.

3. Both the parents alongwith the child have to be present for the admission.

4. Original documents must be produced at the time of verification.

5. Documents required for the admission process:

a) Date of Birth certificate of the child.

b) Address proof (Same as filled in the admission form).

c) Aadhaar Card (both parents and the child).

d) 2 passport size photographs of both the parents, child and guardian (if any).

6. The **photocopied documents** submitted should be self attested. It is compulsory for both the parents of the selected child to be present along with the child at the time of verification of documents and payment of fees. Fee will be accepted on the same day after verification.

7. If any document is found incorrect / false, admission will be cancelled.

8. Book set & uniform will be available in school on **15 March, 2025 (Saturday)** between **8:30 am-12 noon**.

9. Date of orientation Programme will be intimated later on.

10. If any parent wishes to withdraw the name of the child:

a) **By 29 March, 2025 (Saturday)**, between 8:30 a.m. to 12 noon. Complete amount paid will be refunded after deducting Rs. 200/- (Admission Fee).

- b) From 1 April, 2025 (Tuesday) to 30 April, 2025 (Wednesday), Rs. 200/- (Admission Fee) and one month tuition fee will be deducted.**
- c) After 1 May, 2025 (Thursday) no amount including tuition fee, annual and development charges would be refunded.**